MITEL

5312 IP Phone

The Mitel 5312 IP Phone

1. Display
2. Ring/Message Indicator
3. Volume, Speaker, Mute Controls
4. Fixed-Function Keys
5. Key Pad
6. Personal Keys
7. Speaker
8. Handset

Fixed-Function Keys

- SPEAKER
- MUTE
- MENU
- CANCEL
- REDIAL
- HOLD
- TRANSFER/CONFERENCE
- MESSAGE

NOTE: For more information about using other features, or about programming Personal Keys on your 5312 IP Phone, refer to the *5312/5324 IP Phone User Guide* located at www.mitel.com, or contact your Administrator.
SIP Users: Refer to the *5312/5324 SIP User and Administrator Guide*.

Make a Call

8. Lift the handset, or
3. Press .
5. Dial the desired number, or
6. Press a **Speed Call** key, or
4. Press , or
5. Dial the prefix for external calls (e.g. 9) and the number.

Answer a Call

8. Lift the handset, or
3. Press and begin speaking.

End a Call

4. Press , or
8. Replace the handset.

Place a Call on Hold

4. Press .
   The line key flashes.
8. Replace the handset if necessary.

Retrieve a Call from Hold

8. Lift the handset, or
3. Press .
6. Press the flashing line key.

Retrieve a Message

4. Press . It flashes when a message is waiting.
   Follow the voice mail prompts to retrieve your message.

Transfer a Call

4. Press .
5. Dial the number. Wait for an answer.
8. Hang up, or announce the transfer and then hang up.

Conference Calls

4. Press .
5. Dial the number. Wait for an answer.
4. Press .

Program a Speed Call

4. Press
5. Press # until **Personal Keys?** appears.
5. Press *.
6. Press a **Personal Key**.
5. Press *.
5. Dial the number, or
4. Press (to redial the last number).
6. Press the **Personal Key** again.
5. Press * to make the number private, or
5. Press # to keep the number visible.
4. Press .

Adjust Volume Levels

Adjust ringer volume while the phone is ringing. Adjust speaker volume while using the handset or speaker.

3. Press repeatedly to raise the volume, or repeatedly to lower the volume.
3. Press to mute your microphone. See the *5312/5324 IP Phone User Guide* for details.

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5324 IP Phone

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2. Softkeys
3. Ring/Message Indicator
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5. Fixed-Function Keys
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7. Personal Keys
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9. Handset

Fixed-Function Keys

- SPEAKER
- MUTE
- MENU
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- MESSAGE

NOTE: For more information about using other features, or about programming Personal Keys on your 5324 IP Phone, refer to the *5312/5324 IP Phone User Guide* located at www.mitel.com, or contact your Administrator.
SIP Users: Refer to the *5312/5324 SIP User and Administrator Guide.*

Make a Call

9 Lift the handset, or
4 Press .
6 Dial the number, or
7 Press a **Speed Call** key, or
5 Press , or
6 Dial the prefix for external calls (e.g. 9) and the number.

Answer a Call

9 Lift the handset, or
4 Press , and begin speaking.

End a Call

5 Press , or
9 Replace the handset.

Place a Call on Hold

5 Press .
The line key flashes.
9 Replace the handset if necessary.

Retrieve a Call from Hold

9 Lift the handset, or
4 Press .
7 Press the flashing line key.

Retrieve a Message

5 Press . It flashes when a message is waiting.
Follow the voice mail prompts to retrieve your message.

Transfer a Call

5 Press .
6 Dial the number. Wait for an answer.
9 Hang up, or announce the transfer and then hang up.

Conference a Call

5 Press .
6 Dial the number. Wait for an answer.
5 Press .

Program a Speed Call

5 Press .
2 Press **No** until **Personal Keys?** appears.
2 Press **Yes**.
7 Press a Personal Key.
2 Press **Change**.
2 Press **Yes** for **Speed Call?**
6 Dial the number, or
5 Press (to redial the last number).
2 Press **Priv** to make the number private.
2 Press **Save**.
5 Press .

Adjust Volume Levels

Adjust ringer volume while the phone is ringing. Adjust handset or speaker volume while using the handset or speaker.

4 Press repeatedly to raise the volume, or repeatedly to lower the volume.
4 Press to mute the microphone. See the *5312/5324 IP Phone User Guide* for details.

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